

# 2008-09 Self-directed Activities (SDAs)

## Self Study

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|----------------------|--|
| 1. SDA_101_0809_KYAE | NRS online courses: three modules (1 PDU)                                |
| 2. SDA_102_0809_KYAE | Read professional journal articles: three articles (1 PDU)               |
| 3. SDA_103_0809_KYAE | Verizon Thinkfinity Literacy Campus online courses: four courses (1 PDU) |
| 4. SDA_104_0809_KYAE | ProLiteracy online courses: three courses (1 PDU)                        |
| 5. SDA_105_0809_KYAE | Attend a local workshop (1 PDU)  |

## Presentations & Publications

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| 6. SDA_301_0809_KYAE  | Present a session at a state conference (3 PDUs)                       |
| 7. SDA_302_0809_KYAE  | Publish an article in a KYAE-approved professional newsletter (3 PDUs) |
| 8. SDA_304_0809_KYAE  | Present a local workshop (3 PDUs)                                      |
| 9. SDA_401_0809_KYAE  | Present a session at a national conference (4 PDUs)                    |
| 10. SDA_402_0809_KYAE | Publish an article in a KYAE-approved professional journal (4 PDUs)    |
| 11. SDA_403_0809_KYAE | Develop KYAE-approved content for an online course (4 PDUs)            |

## Collaborations with Colleagues

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| 12. SDA_303_0809_KYAE | Participate in a study circle (3 PDUs)                     |
| 13. SDA_404_0809_KYAE | Serve as a KYAE-approved resource coach or mentor (4 PDUs) |

## Job-Embedded

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| 14. SDA_502_0809_KYAE                          | Apply and evaluate a new practice or curriculum |
| 15. SDA_503_0809_KYAE                          | Develop and pilot a new curriculum              |
| 16. SDA_504_0809_KYAE                          | Practitioner research (5 PDUs)                  |
| 17. SDA_505_0809_KYAE                          | Compare instructional technology                |
| 18. SDA_506F_0809_KYAE<br>& SDA_506S_0809_KYAE | Family literacy, apply and evaluate (5 PDUs)    |

## Courses for College Credit

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| 19. SDA_601_0809_KYAE | Complete a graduate-level college course with adult education content (6 PDUs) |
| 20. SDA_602_0809_KYAE | Complete an undergraduate-level college course (6 PDUs)                        |

# SDA Descriptions

## Self Study

1. NRS online courses: 3 Modules. (SDA\_101\_0809\_KYAE) NRS Online is the training site for the National Reporting System (NRS) for adult education. This site contains training courses designed for adult education program administrators that explain NRS requirements and courses designed to improve the quality of NRS data collection. Gain an understanding of how to collect NRS data and use it to evaluate your program's performance.

If you wish to take work on the SDA as a part of your PD plan, be sure to select it on PDtrack and make it a part of your PD plan. (Otherwise your supervisor will not be able to record your completion of the SDA.) Go to <http://www.nrsweb.org/trainings/online.aspx> and follow the directions to the online courses. Once there, you will be prompted to open an account. Do so and select a module. Complete three to earn one PDU. After completing the modules, print out the certificate of completion to demonstrate to your supervisor that you have completed the SDA. Have he/she mark this SDA as completed on PDtrack. Keep the certificates in your staff folder.

2. Read professional journal articles: 3 articles. (SDA\_102\_0809\_KYAE) This SDA consists of reading a minimum of three articles on a related adult education topic from approved adult education journals.

Suitable journals include:

- Adult Education Quarterly ([www.sagepub.com](http://www.sagepub.com))
- Adult Basic Education (COABE journal)
- Jossey-Bass: New Directions for Adult & Continuing Education ([www.josseybass.com](http://www.josseybass.com))
- Journal of Adult and Continuing Education ([www.niace.org](http://www.niace.org));
- Adult Basic Education ([www.aaace.org](http://www.aaace.org))
- Journal Writing and Adult Learning ([www.ericdigests.org](http://www.ericdigests.org))
- ESL Journals ([www.cal.org](http://www.cal.org))
- Journal of Adolescent and Adult Literacy (<http://www.reading.org/publications/journals/jaal/index.html>)

Other journals may also apply but require prior approval from your supervisor. A list of the journals and titles of the articles should be submitted to your supervisor for prior approval. Articles should directly support your administrative or teaching assignment.

Documentation to support your SDA includes the following:

- Name of the professional development journal(s)
- Copy of the articles
- One-page summary of each article

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding one PDU.

3. Verizon Thinkfinity Literacy Network online campus: four courses. (SDA\_103\_0809\_KYAE)  
Verizon Literacy Campus provides online training for adult educators and volunteers. Topics include principles of adult learning, citizenship, math, family literacy, working with literacy level students, culture and English language learners. Each module takes approximately 45 minutes to complete. You must complete four modules to earn one PDU. The modules are free and are located on <http://literacynetwork.verizon.org/Free-Online-Courses.21.0.html>.

Use this SDA on PDtrack to record completion of four Verizon Literacy Campus modules. It must appear in your PD plan to be credited in your PD history. After completing the modules, print out the certificate of completion to demonstrate to your program director or PD advisor that you have completed the SDA. Have them mark it as completed on PDtrack. Keep the certificates in your staff folder.

4. ProLiteracy online courses: three courses. (SDA\_104\_0809\_KYAE) These online professional development courses are available through ProLiteracy Worldwide/ProLiteracy America. KYAE awards one PDU for the completion of two or more online ProLiteracy courses. Most courses take approximately 90 minutes and are located at [www.proliteracy.org](http://www.proliteracy.org). The cost for each course varies and can be paid with PD funds.

Use this SDA on PDtrack to record completion of two ProLiteracy courses. It must appear in your PD plan to be credited in your PD history. After completing the course, print out the certificate of completion to demonstrate to your supervisor that you have completed the SDA. Have them mark it as completed on PDtrack. Keep the certificates in your staff folder.

ProLiteracy Course	Time/min	Cost
Engaging Students in Learning		
• Contextual Teaching & Learning	60	\$14.95
• Strategies for Building Communities	90	\$24.95
• Active Teaching and Learning	90	\$24.95
Sustain Student Participation		
• Adult Student Persistence: An Overview	90	\$24.95
• Student Retention through Student Success	90	\$24.95
• Should I Stay or Should I Go?	90	\$24.95
• Stopping Out, Not Dropping Out	90	\$24.95
Training Skills		
• Learning through Experience: The Experiential Learning Cycle	45	\$14.95
• Exploring Principles of Adult Learning	45	\$14.95
• Learning Styles and Training Strategies	45	\$14.95
• Training Goals and Objectives	45	\$14.95
• Establishing the Learning Climate	60	\$14.95
• Evaluating Your Training	60	\$14.95
• Questioning Skills	25	\$ 8.75
• Effective Feedback Skills	25	\$ 8.75
• Working with Groups	25	\$ 8.75

5. Attend a local workshop. (SDA\_105\_0809\_KYAE) This SDA is for those individuals who wish to attend a workshop not listed on PDtrack. The workshop must apply directly to the needs of the adult education center and the individual instructor's teaching assignment. Applicants must have prior approval from the supervisor.

Documentation to support your SDA includes the following:

- Name of the local workshop and a brief description.
- Attendance certificate for workshop.
- Name of workshop sponsor.
- What did you learn from the experience?
- Will you implement what you learned? Why or why not?
- What might have made the experience more valuable to you?

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort is present to warrant awarding one PDU.

### *Presentations & Publications*

6. Present a session at a state conference. (SDA\_301\_0809\_KYAE) This SDA consists of independent work and requires planning, research and documentation to produce materials used for presenting a session at a state conference. The session must apply to your instructional assignment. Applicants must have prior approval from their supervisor.

Documentation to support your SDA includes the following:

- Name and brief description of the session.
- Session outline, copies of handouts and participants' evaluations.
- A written summary of the activity.
- An explanation of how you would improve this presentation in the future .

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the three PDUs.

7. Publish an article in a KYAE-approved professional newsletter. (SDA\_302\_0809\_KYAE) This SDA is for those individuals who wish to demonstrate their expertise by publishing an article in a juried newsletter or Web site recognized by KYAE, such as, *PD Connection*.

Documentation to support your SDA is a copy of the published article. The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding three PDUs.

8. Present a local workshop. (SDA\_304\_0809\_KYAE) This SDA consists of independent work and requires planning, research and documentation to produce materials used for presenting a workshop. The workshop must apply to your instructional assignment. It could include material learned from attending a state or national conference. Applicants must have prior approval from their supervisor.

Documentation to support your SDA includes the following:

- Provide the workshop name and agenda. The teaching agenda and schedule must reflect a minimum of two hours of instructional time.
- Detailed workshop outline including objectives and teaching materials.
- Describe how you shared a new instructional practice or curriculum with colleagues.
- Describe how your colleagues will be supported in their own application efforts.
- Copies of handouts, a list of participants and participant evaluations.
- Describe how you would improve your presentation in the future.

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort is present to warrant awarding the three PDUs.

9. Present a session at a national conference. (SDA\_401\_0809\_KYAE) This SDA is for those individuals who demonstrate expertise by being selected to present a session at a national adult education conference or invited by another state to present a session or workshop.

Documentation to support your SDA includes the following:

- Name and description of the presentation.
- Presentation outline and evaluations.
- A description of how you would improve this presentation for use in the future.

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding four PDUs.

10. Publish an article in a professional journal. (SDA\_402\_0809\_KYAE) This SDA is for those individuals who wish to demonstrate their expertise by publishing an article in a juried publication or Web site recognized by KYAE. These might include: The Adult Learner, OVAE Web site, KYAE Web site and the CCLD Web site.

Documentation to support your SDA will be a copy of the published article. The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding four PDUs.

11. Develop KYAE-approved content for an online course. (SDA\_403\_0809\_KYAE) This SDA is for those individuals who wish to develop content for an online course applicable to administrative or instructional needs. The curriculum must be sent to the KYAE Senior Associate for Curriculum and Instruction for prior approval. Applicants also must have prior approval from their supervisor.

Documentation to support your SDA includes the following:

- Name of the new practice or curriculum.
- A dated journal or log summarizing the development of the course.
- A description of the target audience.
- An outline of the content.
- A list of links.

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding four PDUs.

### *Collaborations with Colleagues*

12. Participate in a study circle. (SDA\_303\_0809\_KYAE) A study circle is a professional development activity consisting of a forum for in-depth examination of an issue or set of readings. A small group of educators, eight or more, come together three to five times to reflect on new ideas and consider classroom applications. The study circle is led by a facilitator who helps to focus and structure a discussion and at the same time, encourage group ownership. The circle may meet on online, on conference calls or face-to-face.

Documentation to support your SDA includes the following:

- Study circle purpose and title.
- Handouts.
- A copy of readings.
- A summary of the discussions, including dates, attendance, reactions, conclusions and next steps.

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the three PDUs.

13. Serve as a KYAE-approved resource coach or mentor. (SDA\_404\_0809\_KYAE) This SDA is for those individuals who demonstrate their expertise by serving as a mentor or a resource coach to a neighboring program. The time spent serving must apply to your administrative or instructional assignment. Applicants must have prior approval from their supervisor.

Criteria for this SDA activity:

- Must be a minimum of three hours in length.
- Focuses on student outcomes.
- Engages participants in the use of effective, varied and research-based practices.

Documentation to support your SDA includes the following:

- A description of when and whom you served as a resource coach or mentor.
- Dated log or journal of activity spent in serving as a resource coach or mentor.
- Letter from neighboring program describing your assistance.

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding four PDUs.

### Job-Embedded

14. Apply and evaluate a new practice or curriculum (SDA\_502\_0809\_KYAE)  
Individuals may earn five PDUs by applying and evaluating knowledge and skills in the classroom for the purpose of improving student outcomes. Both the program director or PD advisor and the KYAE Senior Associate for Curriculum and Instruction must approve this SDA activity twice, initially to grant prior approval for the proposed project, and secondly to determine that the finished project is complete and meets the criteria for the five PDUs. Therefore, all documentation of the completed project must be submitted to KYAE by March 1, 2009.

#### Steps for Proposal Approval:

- Develop a plan that addresses all bullets in the description of this SDA
- Complete the [Instructional SDA Proposal Form](#) which describes your activity.
- Submit the completed form to the program director or PD supervisor.
- After approval by your program director or PD supervisor, submit the signed form to the KYAE Senior Associate for Curriculum and Instruction (Meryl Becker-Prezocki at [Meryl.Becker-Prezocki@ky.gov](mailto:Meryl.Becker-Prezocki@ky.gov)).
  - Proposal approval by KYAE will be sent by e-mail.

#### Steps for submitting the finished SDA to KYAE:

- Send a copy of the approved SDA Proposal Form to the Senior Associate for Curriculum and Instruction
- Send all components of your project which include:
  - Name or title of the new practice or curriculum;
  - A dated journal or log describing implementation;
  - An explanation of how you were exposed to this new practice or curriculum;
  - A description of the target audience and why this implementation was appropriate;
  - A description of your method of evaluation and the results;
  - An explanation of how you would improve the practice or curriculum.

The completed project will be reviewed in a timely manner, and confirmation of final approval will be sent by e-mail to both the instructor and program director or PD advisor. A copy of the KYAE review and the other SDA information should be kept in the staff folder.

15. Develop and pilot a new curriculum (SDA\_503\_0809\_KYAE) This SDA is for those individuals who wish to develop and pilot a planned course of instruction that engages students in varied and research-based strategies for the purpose of improving learning. All materials developed will be sent to the KYAE Senior Associate for Curriculum and Instruction. Both the program director or PD advisor and the KYAE Senior Associate for Curriculum and Instruction must approve this SDA activity twice, initially to grant prior approval for the proposed project, and secondly to determine that the finished project is complete and meets the criteria for the five PDUs. Therefore, all documentation of the completed project must be submitted to KYAE by March 1, 2009.

#### Steps for Proposal Approval:

- Develop a plan that addresses all bullets in the description of this SDA
- Complete the [Instructional SDA Proposal Form](#) which describes your activity.
- Submit the completed form to the program director or PD supervisor.

- After approval by your program director or PD supervisor, submit the signed form to the KYAE Senior Associate for Curriculum and Instruction (Meryl Becker-Prezocki at [Meryl.Becker-Prezocki@ky.gov](mailto:Meryl.Becker-Prezocki@ky.gov)).

Steps for submitting the finished SDA to KYAE:

- Send a copy of the approved SDA Proposal Form to the Senior Associate for Curriculum and Instruction
- Send all components of your project which include:
  - A course outline, lesson plans, pre- and post-tests for learning outcomes, reference citations;
  - Any materials developed for the project;
  - A dated journal describing a field test with a small group of adult education students (3 or more);
  - A reflection of the effectiveness of the piloted curriculum;
  - Suggestions for changes to the curriculum;

The completed project will be reviewed in a timely manner, and confirmation of final approval will be sent by e-mail to both the instructor and program director or PD advisor. A copy of the KYAE review and the other SDA information should be kept in the staff folder.

16. Practitioner research. (SDA\_504\_0809\_KYAE) This SDA follows an inquiry-based format where teachers take the lead in exploring, questioning, researching and reflecting upon practice to improve instruction and student outcomes. The process includes identifying a question or defining the problem (for example, What happens when adult learners are presented with children's literature as their reading materials?), reviewing current research and applying results to teaching. The framework for organizing practitioner research can differ but it always involves reflecting on practice, formulating problem statements, and evaluating effectiveness. To get more help clarifying the process you can access a practitioner research facilitator guide at <http://www.aelweb.vcu.edu/publications/research/>.

Prior approval from your supervisor is required.

Documentation to support your SDA includes a research plan with the following components:

- The problem statement.
- The research question,
- The intervention or innovation (if applicable).
- A description of the target audience and why this intervention or innovation was appropriate.
- The data collection strategies you propose to use.
- A detailed time line for carrying out the activities.
- A journal or log of the project activities.
- A summary of how you would improve or continue to use the practice or curriculum.
- Dissemination of research and results (written document; newsletter).

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding five PDUs.



17. Compare instructional technology. (SDA\_505\_0809\_KYAE) Individuals may earn five PDUs by applying and evaluating instructional technology in the classroom that leads to improved student outcomes. Following the following process:
- Select two groups of students (at least 5 students in each group) with similar goals and skill levels.
  - Allow Group 1 to use one type of instructional technology.
  - Allow Group 2 to use second type of instructional technology.
  - Give both similar assignments using the different technologies.
  - Assess the students after a minimum of 12 hours of instruction.
  - Keep a journal or log of the project results.
  - Compile a report on the project providing a description of the target audience and rationale for implementation and why you chose these technologies; describe how the instructional technology was implemented and the benefits of using one technology versus the other; provide an explanation of how you would improve or modify the usage to better serve your students.

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding five PDUs.

18. Foundations in Family Literacy, apply and evaluate. (SDA\_506F\_0809\_KIFL & SDA\_506S\_0809\_KIFL) This SDA consist of implementation and evaluation of a new practice learned at a family literacy conference or training. Documentation is provided to the Kentucky Institute for Family Literacy (KIFL):
- Name of new practice or curriculum.
  - Description of the new practice or curriculum implemented.
  - How you were exposed to the new practice or curriculum.
  - Description of the target audience and why the implementation was appropriate.
  - Description of evaluation method and results.
  - How you would improve the curriculum. KIFL will supply rubrics for specific trainings for guidance.

Five PDUs is awarded upon submission of the documentation that meets the standards outlined in the rubric.

### *Courses for College Credit*

19. Complete a graduate-level college course with adult education content (6 PDUs). (SDA\_601\_0809\_KYAE) This SDA is for practitioners who are enrolled in a three-hour college course related to adult education or an endorsement in reading, ESL, math or writing. Practitioners must earn a grade of C or better to warrant awarding the six PDUs. PDU credit will be limited to two college courses per program year.
20. Complete an undergraduate-level college course (6 PDUs). (SDA\_602\_0809\_KYAE) (SDA\_601\_0809\_KYAE) This SDA is for practitioners who are enrolled in a three-hour college course related to adult education or an endorsement in reading, ESL, math or writing. Practitioners must earn a grade of C or better to warrant awarding the six PDUs. PDU credit will be limited to two college courses per program year.